



COLLIN COUNTY

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To: Judge Keith Self
Commissioner Duncan Webb
Commissioner Chris Hill
Commissioner Cheryl Williams
Commissioner Susan Fletcher
Bill Bilyeu

From: Caren Skipworth, CIO

Date: December 4, 2014

Re: Computer and Internet Use Policy Update

The Information Technology department would like to respectfully inform Commissioners Court of an update to the existing Computer and Internet Use Policy. The policy has been updated to clarify the IT department policy with respect to user data files stored on the county storage network belonging to former county personnel.

The revision consists of the addition of the following statement:

County users are to store data in the official system of record. Personnel who are unsure of their system(s) of record are advised to contact their supervisor, department head or elected official for clarification on departmental policy. Collin County will maintain data stored on the county storage area network in departmental user data folders for a period of 6 (six) months with a rolling 30 day backup window. After the six month period, any data files belonging to inactive or terminated users may be subject to deletion from the storage system. Department heads and elected officials, as custodians of the records, are responsible for ensuring that the systems of record are used appropriately and contain the necessary data and comply with the county records retention policy. Systems outside of Collin County, like Dropbox or other external applications, are not part of the backup strategy.

Included alongside the policy update is a revised copy of policy document "020A - Computer Systems and Internet Use Policy - User Acceptance Document" which all county employees are asked to sign.